

**CALIFORNIA DEPARTMENT OF CORRECTIONS
AND REHABILITATION
AMENDMENT TO EXAMINATION NOTICE**

RRD: 01/20/06

RIDER

NOTICE OF CANCELLATION

EXAMINATION TITLE: PAROLE SERVICE ASSOCIATE

EXAMINATION BASE: PROMOTIONAL

**LOCATION: DEPARTMENT OF CORRECTIONS AND
REHABILITATION (excluding Prison
Industry Authority)**

FINAL FILING DATE: FEBRUARY 9, 2006

This is to announce the cancellation of Parole Service Associate Promotional examination. The Parole Service Associate examination will now be given as Open – Nonpromotional with a new release date of January 26, 2006.

**THIS RIDER CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED
BULLETINS FOR THE EXAMINATION LISTED ABOVE.**



PAROLE SERVICE ASSOCIATE
Final Filing Date: February 16, 2006

OPEN - NONPROMOTIONAL

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:
DEPARTMENT OF CORRECTIONS AND REHABILITATION (excluding Prison Industry Authority)

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: or In person with:
Department of Corrections and Rehabilitation Selection Services Section
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545
1515 "S" Street, Room 522-N
Sacramento, CA 95814
(916) 322-2545

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Selection Services Section.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS February 16, 2006 is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the written test date.

TEST DATE The written test date will be April 29, 2006.

SALARY RANGE(S) As of: January 5, 2006
Range A: \$3,090 - \$3,755
Range B: \$3,519 - \$4,280
Range C: \$4,044 - \$4,913

Range A - This range shall apply to incumbents in positions who do not meet criteria for payment at Range B or C.

Range B - This range shall apply to incumbents in positions who have satisfactorily completed the equivalent of six months of experience in the California state service performing the duties of a Parole Service Associate (Range A), and may apply to persons who have the equivalent of two years of satisfactory experience outside of State service performing correctional rehabilitation, correctional research, or community correctional duties similar to those of a Parole Service Associate.

Range C - This range shall apply to incumbents who have satisfactorily completed 12 months of experience in the California state service performing the duties of a Parole Service Associate (Range B), and may apply to persons who have the equivalent of three years of satisfactory experience outside of State service performing correctional rehabilitation, correctional research, or community correctional duties similar to those of a Parole Service Associate.

MINIMUM QUALIFICATIONS

Either I
Experience: One year of experience in the California state service performing duties comparable in level of responsibility to an Office Technician; and
Education: Completion of 15 semester units of college courses. (Persons who will complete course work requirements during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum before they may be considered eligible for appointment.)

Or II
Experience: Six months of experience within the last ten years assisting in casework services for a caseload of clients in a program designed to assist in resolving the employment, social and community readjustment needs of parolees; and
Education: Completion of 15 semester units of college courses. (Persons who will complete course work requirements during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum before they may be considered eligible for appointment.)

Special Personal Characteristics: Genuine interest in and enthusiasm for the rehabilitation of parolees; willingness to earn the respect and confidence of other individuals, follow directions, and participate in prescribed classroom and on-the-job training; interest in working as a learner; willingness to work irregular hours; emotional stability; and neat personal appearance.

MINIMUM
QUALIFICATIONS
(CONTINUED)

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as “Either” I, “or” II, “or” III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Applicants must show the specific course work completed or in progress to satisfy the entrance requirements on their Examination Application (Std. Form 678). Include the title, number of semester or quarter credits granted, name of institution, and completion date.

EXAMINATION
PLAN

This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the examination. **CANDIDATES WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.**

Written Test -- Weighted 100.00%

Scope:

Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

A. Knowledge of:

1. Needs, problems, attitudes, and behavior patterns of culturally different people of the community

2. Basic principles and techniques of vocational guidance and correctional rehabilitation

3. Narcotic testing

4. Interviewing techniques

B. Ability to:

1. Interpret and translate data to professional staff

2. Relate well to residents of culturally different communities

3. Communicate effectively

4. Benefit from instruction and training

5. Carry out written and oral directions

6. Maintain records

7. Conduct narcotic testing

8. Interpret and apply rules and instructions

ELIGIBLE LIST
INFORMATION

The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. The list(s) will be abolished **24** months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

A **Parole Service Associate**, under professional supervision, provides liaison service between parole agents and parolees/inmates; provides casework services for a selected case load of clients in a program designed to assist in resolving the employment, social and community readjustment needs of parolees; assists in the conduct of research projects; and does other related work.

Positions exist throughout the state in various parole offices and institutions within the Department of Corrections and Rehabilitation.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the “Examination Application.” You will be contacted to make specific arrangements.

VETERANS POINTS/
CAREER CREDITS

Career credits or Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. **If you receive Veteran's Preference Points, you cannot also receive career credits in this examination.**

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Corrections and Rehabilitations' Selection Services Section at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

It is the candidate's responsibility to contact the Department of Corrections and Rehabilitations' Selection Services Section at (916) 322-2545 five days prior to the written test date if he/she has not received his/her notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

Veterans Preference: California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional** Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order:
1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional;
5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

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